



METROPOLITAN CIVIL SERVICE COMMISSION

A G E N D A

September 8, 2015

8:30 a.m.

Howard Office Building

Sonny West Room

700 2nd Avenue South and

Lindsley Avenue

Nashville, Tennessee 37210

MEMBERS: William H. Farmer; R. Steve Corbitt; C. Michael Allen; D. Billye Sanders and Jo Ann North.

OTHER MEMBERS: Veronica T. Frazier, Director
Nicki Eke, Metro Legal Department Attorney

(A) Approval of August 11, 2015 Civil Service Meeting.

Announcement of Appeals Process:

Metropolitan Code of Laws 2.68.030

APPOINTMENTS
TERMINATIONS / PENSIONS
ELIGIBILITY REGISTER REPORT
DEPARTMENTAL ITEM
HUMAN RESOURCE ITEMS

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(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>BEER BOARD</u>			
Almon, Joseph L.	Beer Permit Inspector 1	New Hire	08/24/15
Hardrick, Darrell L.	Beer Permit Inspector 1	Re-Hire	08/31/15
<u>CODES ADMINISTRATION</u>			
Fort II, Philip A.	Mech/Gas Inspector 1	Re-Hire	08/17/15
<u>EMERGENCY COMMUNICATION CENTER</u>			
Heisserer, Jordan A.	Emer Telecommunications Officer 1	New Hire	08/24/15
Lopp, Larry L.	Emer Telecommunications Officer 1	New Hire	08/24/15
<u>FINANCE</u>			
Wall, Bradley D.	Finance Officer 1	New Hire	08/03/15
<u>GENERAL SERVICES</u>			
*Singleton, Patricia M.	Application Tech 1	Class Change/Lateral	08/17/15
Garcia, Juan F.	Automotive Mechanic	Promotion	08/03/15
*Class change from Office Support Specialist 1 (SR7) to Application Tech 1 (SR7)			
<u>HUMAN RELATIONS COMMISSION</u>			
Gunn, Barbara R	Professional Specialist	New Hire	08/24/15
Perez, Samantha L	Professional Specialist	New Hire	08/25/15
<u>HUMAN RESOURCES</u>			
*Trice, Jerome W.	Finance Specialist	Dept. Transfer/Class Change	08/03/15
*Department Transfer from Its (IS Operations Analyst 2, SR11) to HR (Finance Specialist, Sr11)			
<u>INFORMATION TECHNOLOGY SERVICE</u>			
Chitwood, Connie L.	Administrative Services Officer 4	Promotion	08/24/15
Maddox, Cynthia A.	Info Systems Assistant Director	Promotion	08/01/15
Elliott, Steven B.	Information Sys Oper Analyst 1	New Hire	08/15/15
Singleton, Christopher M.	Information Systems Advisor 1	Promotion	08/15/15
Smith, Bruce A.	Information Systems Advisor 2	Promotion	08/01/15

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PARKS</u>			
Johnson, Troy L.	Maintenance & Repair Leader 1	Promotion	07/31/15
Murphy, Mitchell R.	Maintenance & Repair Leader 1	Promotion	07/31/15
Smith, Karinzo M.	Maintenance & Repair Worker 2	New Hire	08/04/15
Cheatham, Charles	Maintenance & Repair Worker 3	Promotion	08/14/15
^Luckett, Phillip B.	Maintenance & Repair Worker 3	Dept. Transfer/Vol. Reduction In Grade	08/21/15
Hassell, Richard W	Program Coordinator	Promotion	07/31/15
**Majors, Samuel A.	Recreation Leader	Demotion	08/14/15

^ Department transfer from Public Works (Equipment Op 3, TG8) to Parks (M&R Worker 3, TG6)

**Demotion from Program Coordinator (SR9) to Recreation Leader (SR7)

POLICE

*Weatherly, April J.	Administrative Services Officer 3	Transition - Civil Service	08/01/15
Martin, Gene F.	Police Lieutenant	Promotion	08/01/15
Thompson, Valencia B.	Police Operations Coordinator 1	Promotion	08/16/15
Baber, Jason E.	Police Sergeant	Promotion	08/01/15
Bowers, Steven D.	Police Sergeant	Promotion	08/01/15
Dandy, Eric A.	Police Sergeant	Promotion	08/01/15
Dixon, Matthew W.	Police Sergeant	Promotion	08/01/15
Gibson, Jeffrey R.	Police Sergeant	Promotion	08/01/15
Pierceall, James D.	Police Sergeant	Promotion	08/01/15
Smith Jr, Paul C.	Police Sergeant	Promotion	08/01/15
Sofer, Michael G.	Police Sergeant	Promotion	08/01/15
Truan, Nicholas	Police Sergeant	Promotion	08/01/15

*Transition to Civil Service from Temporary Status

PUBLIC LIBRARY

Hughes, Harriett H.	Circulation Assistant 1	New Hire	08/02/15
Bauder, Michelle D.	Office Support Rep 3	Re-Hire	08/16/15
Duensing, Zachery T.	Program Specialist 3	New Hire	08/16/15

PUBLIC WORKS

Knight, Keith J.	Compliance Inspector 3	Promotion	08/03/15
Tate, Antonio D.	Compliance Inspector 3	Promotion	08/03/15
Eakes, Brandon W.	Maintenance & Repair Worker 1	New Hire	08/01/15
Payne, Gary L.	Maintenance & Repair Worker 1	New Hire	08/18/15
Spurlock, Jeffrey L.	Maintenance & Repair Worker 1	New Hire	08/18/15
Phillips, Clarence E.	Sanitation Worker	New Hire	08/18/15
Scott, Robert M.	Signal Tech 1	New Hire	08/01/15
Knauf, Walter C.	Special Projects Manager	Promotion	08/17/15

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
Brooks, Michael T.	Correctional Officer 2	Promotion	08/23/15
Hensley, Seith E.	Correctional Officer 2	Promotion	08/23/15
Howard, Rodney D.	Correctional Officer Sergeant	Promotion	07/26/15
<u>WATER SERVICES</u>			
Maxwell, Brian E.	Engineer 2	New Hire	08/01/15
Nester, Roy K.	Engineer 2	New Hire	08/01/15
*Davis Jr, Ivan R.	Human Resources Admin	Class Change/Lateral	08/15/15
Day, David Michael	Industrial Electrician 1	New Hire	08/15/15
^Brazelton, Samaki N.	Info Systems App Analyst 3	Department Transfer/Promotion	08/15/15
McPencow, Scott R.	Info Systems Division Manager	Promotion	08/01/15
**Binkley, Rose A.	Office Support Specialist 1	Class Change/Lateral	08/01/15
^^Murphy, Kelly B.	Treatment Plant Tech 3	Vol Reduction In Salary Grade	08/01/15
Block, Chase J.	Water Quality Analyst 3	Promotion	08/01/15
Taylor, Ted A.	Water Quality Analyst 3	Promotion	08/01/15

*Class Change from Administrative Services Manager (SR13) to HR Administrator (SR13)

^Departmental Transfer from ITS (IS Operations Tech, SR9) to Water (IS App Analyst 3, SR12)

**Class Change from Service Rep 2 (SR7) to Office Support Specialist 1 (SR7)

^^Voluntary Reduction in grade from Treatment Plant Shift Supervisor (TS11) to Treatment Plant Tech 3 (TI11)

(C) TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Carter, Kristina M.	Emergency Telecomm Manager	Resignation	ECC	08/14/15
Bryant, Elizabeth A.	Emergency Telecomm Officer 1	Resignation	ECC	07/29/15
Lawrence, Victoria T.	Emergency Telecomm Officer 1	Resignation	ECC	07/29/15
Martin, Tammy J.	Emergency Telecomm Officer 1	Resignation	ECC	08/12/15
Parks II, John W.	Emergency Telecomm Officer 4	Resignation	ECC	08/11/15
Thomas, Deborah S.	Application Tech 3	Pension	Finance	07/31/15
Stewart Jr, Willie J.	Finance Officer 2	Resignation	Finance	08/14/15
Vance, Barry T.	Fire Engineer	Pension	Fire	07/30/15
Schnick, Lynette D.	Paramedic 2	Resignation	Fire	07/17/15
Atwell, Jack A.	Automotive Mechanic	Resignation	General Services	08/06/15
Harbsmeier, David M.	Information Sys Oper Analyst 3	Resignation	ITS	08/14/15
Tennant, Nicholas R.	Administrative Services Officer 2	Resignation	Municipal Auditorium	07/31/15
Williamson, Vincent C.	Maintenance & Repair Worker 2	Resignation	Parks	08/07/15
Morris, Jasmine L.	Recreation Leader	Resignation	Parks	08/05/15
Taylor, Jas	Recreation Leader	Resignation	Parks	08/06/15
Xu, Xin	Crime Lab Forensic Scientist 2	Resignation	Police	07/23/15
Gold, Tracey L.	Crime Scene Technician 1	Resignation	Police	08/12/15
Doris, Dione J.	Police Officer 2	Resignation	Police	07/24/15
Fellingham, Audrey N.	Police Officer 2	Resignation	Police	07/31/15
Halouska, Jacob L.	Police Officer 2	Resignation	Police	08/15/15
Harrison, Mark E	Police Officer 2	Resignation	Police	07/30/15
Paiva, Luke D.	Police Officer 2	Resignation	Police	08/12/15
Tidwell, James M.	Police Officer 2	Resignation	Police	08/04/15
Uruski, Eric L.	Police Officer 2	Resignation	Police	08/13/15

(C) TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Dotson, Angelika H.	Police Operations Assistant 2	Resignation	Police	07/31/15
Hernandez, Sharon L.	Police Operations Coordinator 1	Pension	Police	07/23/15
Postiglione, Daniel	Police Sergeant	Pension	Police	08/03/15
Barnett, Lloyd P.	Circulation Assistant 2	Pension	Public Library	07/21/15
Worden, Glenn F.	Librarian 1	Deceased	Public Library	08/04/15
Johnson, David A.	Compliance Inspector 3	Resignation	Public Works	08/13/15
Williams, Ricky L.	Customer Service Field Rep 1	Resignation	Public Works	08/12/15
Reynolds, Javan M.	Engineer In Training	Resignation	Public Works	08/12/15
Sparkman, Paul B.	Equipment Operator 3	Pension	Public Works	08/12/15
Trenary, Larry I.	Equipment Operator 3	Pension	Public Works	08/14/15
Shannon Jr, Charles L.	Sanitation Worker	Dismissal	Public Works	07/29/15
Blankenship, Zachary N.	Correctional Officer 1	Dismissal	Sheriff	08/06/15
Bogle, Victor A.	Correctional Officer 1	Resignation	Sheriff	07/22/15
Cassidy, Christopher J.	Correctional Officer 1	Resignation	Sheriff	08/13/15
Cory, Devin J.	Correctional Officer 1	Resignation	Sheriff	07/24/15
Deleon, Eric L.	Correctional Officer 1	Resignation	Sheriff	07/19/15
Dillard, Tameshia L.	Correctional Officer 1	Dismissal	Sheriff	07/28/15
Fisher, Valerie A.	Correctional Officer 1	Resignation	Sheriff	07/28/15
Gibbs, Patrick W.	Correctional Officer 1	Dismissal	Sheriff	08/03/15
Riley, Dominik R.	Correctional Officer 1	Resignation	Sheriff	07/27/15
Scales IV, Herman A.	Correctional Officer 1	Resignation	Sheriff	07/23/15
Turner, Montrell D.	Correctional Officer 1	Dismissal	Sheriff	07/27/15
Womack, Xavier L.	Correctional Officer 1	Dismissal	Sheriff	08/03/15
Chaney, David J.	Customer Service Field Rep 3	Pension	Water Services	08/01/15
Terrynelson, Patricia A.	Envir. Compliance Officer 1	Resignation	Water Services	08/07/15
Brown, David M.	Equipment Operator 2	Pension	Water Services	08/14/15
Elliott, Roger A.	Industrial Tech Master	Pension	Water Services	08/14/15
Rogers, Matthew P.	Office Support Rep 3	Resignation	Water Services	08/07/15
Simmons, Kendra L.	Office Support Spec 1	Resignation	Water Services	08/01/15
White, Edward J.	Treatment Plant Manager	Pension	Water Services	08/14/15

(D) ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ABOLISH</u>
Automotive Mechanic	General Services	14	Open	8/03/15	A
Police Officer Trainee	Police	78	Continuous	8/03/15	E
Human Resources Analyst 1	Human Resources	501	Continuous	8/04/15	A
Administrative Services Officer 3 - PR	Police	89	Open	8/05/15	E
Maint & Repair Worker 3 - Grounds	Parks	10	Open	8/07/15	E
Correctional Officer 1	Sheriff	24	Continuous	8/10/15	E
Automotive Mechanic	General Services	8	Open	8/10/15	E
IS Advisor 1 - Multimedia	ITS	27	Open	8/12/15	E
Environmental Compliance Officer 3	Water	4	Dept	8/12/15	E
Electrical Inspector 1	Codes Adm.	13	Continuous	8/13/15	E
Beer Permit Inspector 1	Beer Board	166	Open	8/14/15	E
Social Work Technician	Juvenile Court	272	Open	8/19/15	E
Administrative Assistant - PW	Public Works	4	Dept	8/21/15	E
General Services Division Mgr - BOSS	General Services	1	Dept	8/21/15	E
Crime Lab Forensic Scientist 3 - Latent Prints	Police	2	Continuous	8/21/15	E
Admin Services Officer 4 - EAC	ITS	1	Dept	8/24/15	E

(D) ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ABOLISH</u>
Environmental Compliance Officer 1	Water	59	Open	8/25/15	E
Admin Services Officer 2 - Event Manager	Municipal Aud.	124	Open	8/25/15	E
Water Maintenance Technician 2	Water	35	Open	8/26/15	E
IS Division Manager - Field Support Srv	ITS	28	Open	8/26/15	E
Zoning Examiner	Codes Adm.	19	Open	8/26/15	A
Office Support Specialist 2 - WS	Water	387	Open	8/27/15	E
Property Guard 2	Public Library	61	Open	8/27/15	E
Specialized Skills Supervisor - V/C Arts	Parks	33	Open	8/27/15	E
Equipment Operator 1	Public Library	66	Open	8/28/15	E
Administrative Services Officer 3 – Payroll	Finance	4	Dept	8/28/15	E
Application Technician 3 - Accounts	Finance	2	Dept	8/28/15	E
Police Captain	Police	18	Dept	9/08/15	E

DEPARTMENTAL ITEM

Item #1: Director Keith Durban requests approval for Open Range Increase for Dawn Clark, Assistant Director.

HUMAN RESOURCES

Human Resources Director, Veronica T. Frazier, submits the following for the Commission's consideration and appropriate action:

Item #2: Ban the Box Proposal

Item #3: Request for Waiver to Extend IOD Time for Police Officer D. Newbern

Item #4: Request for Waiver to Extend IOD Time for Fire Paramedic C. Snow

Item #5: Request for Waiver to Extend IOD Time for Sheriff's Employee K. Thompson

Item #6: Review of Initial Order on Pamela Rutledge, Sheriff's Office / 40 hr. Suspension - Demotion

Item #7: Job Description Revisions

A - FIRE DEPARTMENT

- Paramedic 3
- Fire Assistant Chief
- Fire Arson Investigator 1 & 2

B - JUVENILE COURT

- Probation Officer 1 & 2
- Warrant Officer 1 & 2

C – WATER SERVICES

- Plumber
- Treatment Plant Assistant Manager
- Treatment Plant Manager
- Treatment Plant Superintendent

Item #8: Administrative Law Judge Hearing Calendar

Item #9: Human Resources Updates

Item #10: Communiqués from the public on pending hearings